



Minnesota Pollution  
Control Agency

520 Lafayette Road North  
St. Paul, MN 55155-4194

# MS4 SWPPP Application for Reauthorization

for the NPDES/SDS General Small Municipal Separate  
Storm Sewer System (MS4) Permit MNR040000  
reissued with an effective date of August 1, 2013  
Stormwater Pollution Prevention Program (SWPPP) Document

Doc Type: Permit Application

**Instructions:** This application is for authorization to discharge stormwater associated with Municipal Separate Storm Sewer Systems (MS4s) under the National Pollutant Discharge Elimination System/State Disposal System (NPDES/SDS) Permit Program. **No fee** is required with the submittal of this application. Please refer to "Example" for detailed instructions found on the Minnesota Pollution Control Agency (MPCA) MS4 website at <http://www.pca.state.mn.us/ms4>.

**Submittal:** This MS4 SWPPP Application for Reauthorization form must be submitted electronically via e-mail to the MPCA at [ms4permitprogram.pca@state.mn.us](mailto:ms4permitprogram.pca@state.mn.us) from the person that is duly authorized to certify this form. All questions with an asterisk (\*) are required fields. All applications will be returned if required fields are not completed.

**Questions:** Contact Claudia Hochstein at 651-757-2881 or [claudia.hochstein@state.mn.us](mailto:claudia.hochstein@state.mn.us), Dan Miller at 651-757-2246 or [daniel.miller@state.mn.us](mailto:daniel.miller@state.mn.us), or call toll-free at 800-657-3864.

## General Contact Information (\*Required fields)

### MS4 Owner (with ownership or operational responsibility, or control of the MS4)

\*MS4 permittee name: City of Cambridge \*County: Isanti  
(city, county, municipality, government agency or other entity)

\*Mailing address: 300 3<sup>rd</sup> Ave NE

\*City: Cambridge \*State: MN \*Zip code: 55008

\*Phone (including area code): (763)689-1800 \*E-mail: tschwab@cambridgepw.org

### MS4 General contact (with Stormwater Pollution Prevention Program [SWPPP] implementation responsibility)

\*Last name: Schwab \*First name: Todd  
(department head, MS4 coordinator, consultant, etc.)

\*Title: Director of Utilities

\*Mailing address: 300 3<sup>rd</sup> Ave NE

\*City: Cambridge \*State: MN \*Zip code: 55008

\*Phone (including area code): (763)689-1800 \*E-mail: tschwab@cambridgepw.org

### Preparer information (complete if SWPPP application is prepared by a party other than MS4 General contact)

Last name: Schwab First name: Todd  
(department head, MS4 coordinator, consultant, etc.)

Title: Director of Utilities

Mailing address: 300 3<sup>rd</sup> Ave NE

City: Cambridge State: MN Zip code: 55008

Phone (including area code): (763)689-1800 E-mail: tschwab@cambridgepw.org

## Verification

1. I seek to continue discharging stormwater associated with a small MS4 after the effective date of this Permit, and shall submit this MS4 SWPPP Application for Reauthorization form, in accordance with the schedule in Appendix A, Table 1, with the SWPPP document completed in accordance with the Permit (Part II.D.). ☒ Yes
2. I have read and understand the NPDES/SDS MS4 General Permit and certify that we intend to comply with all requirements of the Permit. ☒ Yes

## Certification (All fields are required)

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- ☒ Yes - I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted.

*I certify that based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete.*

*I am aware that there are significant penalties for submitting false information, including the possibility of civil and criminal penalties.*

This certification is required by Minn. Stat. §§ 7001.0070 and 7001.0540. The authorized person with overall, MS4 legal responsibility must certify the application (principal executive officer or a ranking elected official).

By typing my name in the following box, I certify the above statements to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my application.

Name: Todd Schwab  
(This document has been electronically signed)

Title: Cambridge Director of Utilities Date (mm/dd/yyyy): 09/17/2013

Mailing address: 300 3<sup>rd</sup> Ave NE

City: Cambridge State: MN Zip code: 55008

Phone (including area code): (763)689-1800 E-mail: tschwab@cambridgepw.org

**Note:** The application will not be  
processed without certification.

# Stormwater Pollution Prevention Program Document

## I. Partnerships: (Part II.D.1)

- A. List the **regulated small MS4(s)** with which you have established a partnership in order to satisfy one or more requirements of this Permit. Indicate which Minimum Control Measure (MCM) requirements or other program components that each partnership helps to accomplish (List all that apply). Check the box below if you currently have no established partnerships with other regulated MS4s. If you have more than five partnerships, hit the tab key after the last line to generate a new row.

☒ No partnerships with regulated small MS4s

Name and description of partnership	MCM/Other permit requirements involved

- B. If you have additional information that you would like to communicate about your partnerships with other regulated small MS4(s), provide it in the space below, or include an attachment to the SWPPP Document, with the following file naming convention: *MS4NameHere\_Partnerships*.

## II. Description of Regulatory Mechanisms: (Part II.D.2)

### Illicit discharges

- A. Do you have a regulatory mechanism(s) that effectively prohibits non-stormwater discharges into your small MS4, except those non-stormwater discharges authorized under the Permit (Part III.D.3.b.)? ☒ Yes ☐ No

1. If **yes**:

- a. Check which *type* of regulatory mechanism(s) your organization has (check all that apply):

☒ Ordinance ☐ Contract language  
☐ Policy/Standards ☐ Permits  
☐ Rules  
☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*Section 53 of The City of Cambridge Code of Ordinances*

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_IDDEreg*.

2. If **no**:

Describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

## Construction site stormwater runoff control

- A. Do you have a regulatory mechanism(s) that establishes requirements for erosion and sediment controls and waste controls? ☒ Yes ☐ No

1. If **yes**:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language  
☐ Policy/Standards ☐ Permits  
☐ Rules  
☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*Section 152 of the City of Cambridge Code of Ordinances*

Direct link:

- ☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_CSWreg*.

- B. Is your regulatory mechanism at least as stringent as the MPCA general permit to Discharge Stormwater Associated with Construction Activity (as of the effective date of the MS4 Permit)? ☐ Yes ☒ No

If you answered **yes** to the above question, proceed to C.

If you answered **no** to either of the above permit requirements listed in A. or B., describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*Staff will update our construction site stormwater runoff control regulatory mechanism to be at least as stringent as the MPCA CSW permit. This effort will be completed within 12 months of the date the permit coverage is extended.*

- C. Answer **yes** or **no** to indicate whether your regulatory mechanism(s) requires owners and operators of construction activity to develop site plans that incorporate the following erosion and sediment controls and waste controls as described in the Permit (Part III.D.4.a.(1)-(8)), and as listed below:

- |  |   |
|--|---|
| 1. Best Management Practices (BMPs) to minimize erosion.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 2. BMPs to minimize the discharge of sediment and other pollutants.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 3. BMPs for dewatering activities.   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 4. Site inspections and records of rainfall events   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 5. BMP maintenance   | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 6. Management of solid and hazardous wastes on each project site.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 7. Final stabilization upon the completion of construction activity, including the use of perennial vegetative cover on all exposed soils or other equivalent means. | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 8. Criteria for the use of temporary sediment basins.  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*C.1-8. Section 152.04 of City of Cambridge Code of Ordinances has language that addresses items 1-8. The language is not as stringent as the MPCA Construction Stormwater Permit. Staff will amend the existing ordinance to include language that is as stringent as the MPCA Construction Stormwater Permit within 12 months of the date the permit coverage is extended.*

## Post-construction stormwater management

- A. Do you have a regulatory mechanism(s) to address post-construction stormwater management activities? ☒ Yes ☐ No

1. If **yes**:

- a. Check which type of regulatory mechanism(s) your organization has (check all that apply):

- ☒ Ordinance ☐ Contract language  
☐ Policy/Standards ☐ Permits  
☐ Rules

☐ Other, explain: \_\_\_\_\_

- b. Provide either a direct link to the mechanism selected above or attach it as an electronic document to this form; or if your regulatory mechanism is either an Ordinance or a Rule, you may provide a citation:

Citation:

*Section 152 of the City of Cambridge Code of Ordinances*

Direct link:

☒ Check here if attaching an electronic copy of your regulatory mechanism, with the following file naming convention: *MS4NameHere\_PostCSWreg*.

- B. Answer **yes** or **no** below to indicate whether you have a regulatory mechanism(s) in place that meets the following requirements as described in the Permit (Part III.D.5.a.):

1. **Site plan review:** Requirements that owners and/or operators of construction activity submit site plans with post-construction stormwater management BMPs to the permittee for review and approval, prior to start of construction activity. ☒ Yes ☐ No
2. **Conditions for post construction stormwater management:** Requires the use of any combination of BMPs, with highest preference given to Green Infrastructure techniques and practices (e.g., infiltration, evapotranspiration, reuse/harvesting, conservation design, urban forestry, green roofs, etc.), necessary to meet the following conditions on the site of a construction activity to the Maximum Extent Practicable (MEP):
  - a. For new development projects – no net increase from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
    - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
    - 2) Stormwater discharges of Total Suspended Solids (TSS).
    - 3) Stormwater discharges of Total Phosphorus (TP).
  - b. For redevelopment projects – a net reduction from pre-project conditions (on an annual average basis) of: ☐ Yes ☒ No
    - 1) Stormwater discharge volume, unless precluded by the stormwater management limitations in the Permit (Part III.D.5.a(3)(a)).
    - 2) Stormwater discharges of TSS.
    - 3) Stormwater discharges of TP.
3. **Stormwater management limitations and exceptions:**
  - a. Limitations
    - 1) Prohibit the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) when the infiltration structural stormwater BMP will receive discharges from, or be constructed in areas: ☐ Yes ☒ No
      - a) Where industrial facilities are not authorized to infiltrate industrial stormwater under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA.
      - b) Where vehicle fueling and maintenance occur.
      - c) With less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock.
      - d) Where high levels of contaminants in soil or groundwater will be mobilized by the infiltrating stormwater.
    - 2) Restrict the use of infiltration techniques to achieve the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), without higher engineering review, sufficient to provide a functioning treatment system and prevent adverse impacts to groundwater, when the infiltration device will be constructed in areas: ☐ Yes ☒ No
      - a) With predominately Hydrologic Soil Group D (clay) soils.
      - b) Within 1,000 feet up-gradient, or 100 feet down-gradient of active karst features.
      - c) Within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, subp. 13.
      - d) Where soil infiltration rates are more than 8.3 inches per hour.
    - 3) For linear projects where the lack of right-of-way precludes the installation of volume control practices that meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)), the permittee's regulatory mechanism(s) may allow exceptions as described in the Permit (Part III.D.5.a(3)(b)). The permittee's regulatory mechanism(s) shall ensure that a reasonable attempt be made to obtain right-of-way ☐ Yes ☒ No

during the project planning process.

4. **Mitigation provisions:** The permittee's regulatory mechanism(s) shall ensure that any stormwater discharges of TSS and/or TP not addressed on the site of the original construction activity are addressed through mitigation and, at a minimum, shall ensure the following requirements are met:
- a. Mitigation project areas are selected in the following order of preference: ☐ Yes ☒ No
    - 1) Locations that yield benefits to the same receiving water that receives runoff from the original construction activity.
    - 2) Locations within the same Minnesota Department of Natural Resource (DNR) catchment area as the original construction activity.
    - 3) Locations in the next adjacent DNR catchment area up-stream
    - 4) Locations anywhere within the permittee's jurisdiction.
  - b. Mitigation projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. ☐ Yes ☒ No
  - c. Routine maintenance of structural stormwater BMPs already required by this permit cannot be used to meet mitigation requirements of this part. ☒ Yes ☐ No
  - d. Mitigation projects shall be completed within 24 months after the start of the original construction activity. ☐ Yes ☒ No
  - e. The permittee shall determine, and document, who will be responsible for long-term maintenance on all mitigation projects of this part. ☐ Yes ☒ No
  - f. If the permittee receives payment from the owner and/or operator of a construction activity for mitigation purposes in lieu of the owner or operator of that construction activity meeting the conditions for post-construction stormwater management in Part III.D.5.a(2), the permittee shall apply any such payment received to a public stormwater project, and all projects must be in compliance with Part III.D.5.a(4)(a)-(e). ☐ Yes ☒ No
5. **Long-term maintenance of structural stormwater BMPs:** The permittee's regulatory mechanism(s) shall provide for the establishment of legal mechanisms between the permittee and owners or operators responsible for the long-term maintenance of structural stormwater BMPs not owned or operated by the permittee, that have been implemented to meet the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)). This only includes structural stormwater BMPs constructed after the effective date of this permit and that are directly connected to the permittee's MS4, and that are in the permittee's jurisdiction. The legal mechanism shall include provisions that, at a minimum:
- a. Allow the permittee to conduct inspections of structural stormwater BMPs not owned or operated by the permittee, perform necessary maintenance, and assess costs for those structural stormwater BMPs when the permittee determines that the owner and/or operator of that structural stormwater BMP has not conducted maintenance. ☐ Yes ☒ No
  - b. Include conditions that are designed to preserve the permittee's right to ensure maintenance responsibility, for structural stormwater BMPs not owned or operated by the permittee, when those responsibilities are legally transferred to another party. ☐ Yes ☒ No
  - c. Include conditions that are designed to protect/preserve structural stormwater BMPs and site features that are implemented to comply with the Permit (Part III.D.5.a(2)). If site configurations or structural stormwater BMPs change, causing decreased structural stormwater BMP effectiveness, new or improved structural stormwater BMPs must be implemented to ensure the conditions for post-construction stormwater management in the Permit (Part III.D.5.a(2)) continue to be met. ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within twelve (12) months of the date permit coverage is extended, these permit requirements are met:

*Staff will work with the City engineer to ammend existing ordinance to meet the requirements of Section B.2.a., B.2.b, B.3.a 1, B.3.a 2., B.3.a 3 within 12 months of date that permit coverage is extended.*

*Staff will work with the City engineer to ammend existing ordinance to meet the requirements of Section B.4.a, B.4.b, B.4.c, B.4.d, B.4.e, B.4.f. within 12 months of date that permit coverage is extended.*

*Staff will work with the City engineer to ammend existing ordinance to meet the requirements of Section B.5.a, B.5.b, B.5.c. within 12 months of date that permit coverage is extended.*

### III. Enforcement Response Procedures (ERPs): (Part II.D.3)

- A. Do you have existing ERPs that satisfy the requirements of the Permit (Part III.B.)? ☒ Yes ☐ No
1. If **yes**, attach them to this form as an electronic document, with the following file naming convention: *MS4NameHere\_ERPs*.
  2. If **no**, describe the tasks and corresponding schedules that will be taken to assure that, with twelve (12) months of the date permit coverage is extended, these permit requirements are met:  
*We will work with Community Development, City Attorney, and City Engineer to develop more comprehensive ERPs.*

- B. Describe your ERPs:

*Our ERP is general and is as follows: The City shall be responsible for enforcing this chapter. Any person, firm, or corporation failing to comply with or violating any of these regulations, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. All land use and building permits will be suspended until the applicant has corrected the violation. Each day that a separate violation exists shall constitute a separate offense. The ERP is to general and will be rewritten by staff to include a step approach to allow for better enforcement.*

#### IV. Storm Sewer System Map and Inventory: (Part II.D.4.)

- A. Describe how you manage your storm sewer system map and inventory:

*The City of Cambridge has a GIS based Stormwater system map that is updated by Staff annually or when a change has occurred to the system.*

- B. Answer **yes** or **no** to indicate whether your storm sewer system map addresses the following requirements from the Permit (Part III.C.1.a-d), as listed below:

1. The permittee's entire small MS4 as a goal, but at a minimum, all pipes 12 inches or greater in diameter, including stormwater flow direction in those pipes. ☒ Yes ☐ No
2. Outfalls, including a unique identification (ID) number assigned by the permittee, and an associated geographic coordinate. ☐ Yes ☒ No
3. Structural stormwater BMPs that are part of the permittee's small MS4. ☒ Yes ☐ No
4. All receiving waters. ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*Staff will assign a unique ID number to each outfall and will add it to our existing GIS map within 12 months of the date the permit coverage is extended.*

- C. Answer **yes** or **no** to indicate whether you have completed the requirements of 2009 Minnesota Session Law, Ch. 172. Sec. 28: with the following inventories, according to the specifications of the Permit (Part III.C.2.a.-b.), including:

1. All ponds within the permittee's jurisdiction that are constructed and operated for purposes of water quality treatment, stormwater detention, and flood control, and that are used for the collection of stormwater via constructed conveyances. ☐ Yes ☒ No
2. All wetlands and lakes, within the permittee's jurisdiction, that collect stormwater via constructed conveyances. ☐ Yes ☒ No

- D. Answer **yes** or **no** to indicate whether you have completed the following information for each feature inventoried.

1. A unique identification (ID) number assigned by the permittee. ☐ Yes ☒ No
2. A geographic coordinate. ☒ Yes ☐ No
3. Type of feature (e.g., pond, wetland, or lake). This may be determined by using best professional judgment. ☐ Yes ☒ No

If you have answered **yes** to all above requirements, and you have already submitted the Pond Inventory Form to the MPCA, then you do not need to resubmit the inventory form below.

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*Staff will use the existing GIS system to gather the required data and complete the MS4 Pond, Wetland, and Lake Inventory Form. We will submit the completed form within 12 months of the date the permit coverage is extended.*

- E. Answer **yes** or **no** to indicate if you are attaching your pond, wetland and lake inventory to the MPCA on the form provided on the MPCA website at: <http://www.pca.state.mn.us/ms4>, according to the ☐ Yes ☒ No

specifications of Permit (Part III.C.2.b.(1)-(3)). Attach with the following file naming convention:  
*MS4NameHere\_inventory*.

If you answered **no**, the inventory form must be submitted to the MPCA MS4 Permit Program within 12 months of the date permit coverage is extended.

## V. Minimum Control Measures (MCMs) (Part II.D.5)

### A. MCM1: Public education and outreach

1. The Permit requires that, within 12 months of the date permit coverage is extended, existing permittees revise their education and outreach program that focuses on illicit discharge recognition and reporting, as well as other specifically selected stormwater-related issue(s) of high priority to the permittee during this permit term. Describe your **current** educational program, including **any high-priority topics included**:

*The City of Cambridge participates in the Isanti County Water Task Force. Every year the board sponsors a 6<sup>th</sup> grade conservation field day. Education materials are distributed and used in conjunction with hands on demonstrations. Some of the topics included are conservation and water quality education. The City of Cambridge also conducts a yearly 11 week Citizens Academy, one of the components of the academy is education about the Cambridge Storm Sewer System The City of Cambridge has a Storm Water section on the City website, views are tracked. The City of Cambridge also has pamphlets available for distribution, Staff also includes a storm water related article included in the City newsletter, (The Cambridge Chronical)*

2. List the categories of BMPs that address your public education and outreach program, including the distribution of educational materials and a program implementation plan. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the U.S. Environmental Protection Agency's (EPA) *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Distribute Education Materials	Maintain City web page for water resource information, Update education materials, as needed, and make available at City offices annually. Publish at least one article on storm water related information in Cambridge news letter annually.
Implement an education Program	Distribute storm water-related literature to developers and contractors, neighborhood groups, churches, schools, City staff and business owners annually. Support local efforts for distribution of public education materials and activities annually.
Education Program: Public Education an Outreach	Distribution of educational and informational flyers to City Residents, business owners, City Council and committees, developers, contractors, watershed organizations and others annually. Maintain web site postings of storm water program information annually.
Education Program: Public Participation	Support such activities as storm drain stenciling, use Residents, Developers, businesses, volunteers, Youth Groups, and Local Clubs to educate and implement the program annually.
Education Program: Illicit Discharge Detection and Elimination	Post information on the City Website relating to Illicit Discharge Detection and Elimination Annually. Publish at least 1 article in the Cambridge newsletter annually.
Education Program: Construction Site Run-off control	Post information on the City website relating to Construction Site Run-off annually. Publish at least 1 article in the Cambridge newsletter annually. Distribute and make available standards guidance information to Developers as initial contacts are made.
Education Program: Post –Construction Storm water Management in new Development and Redevelopment	Post information on the City website relating to Post – Construction Storm Water Management in New Development and Redevelopment annually. Publish at least 1 article in the City Newsletter annually
Education Program: Pollution Prevention/Good Housekeeping for Municipal Operations	Post information on the City website relating to Pollution Prevention/Good Housekeeping for Municipal Operations annually .Publish at least 1 article in the City Newsletter annually. Conduct internal staff training event on municipal



	operations and make information available to staff annually
Coordination of educational Material	The City will distribute general information on non-point source pollution, and water resource impacts through links provided for related programs on various websites. Topics will include phosphorus fertilizer use, porous pavement alternatives, rain and water gardens, and annually check and access and update, as needed
Annual Public Meeting	The City will hold an annual public meeting at a Council meeting between approximately February an May of each year to present progress to date on the City' SWPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Participation in the annual Isanti County Water Task Force Conservation Field Day.	Distribute Storm Water Pollution Prevention Training Material to a Minimum of 25 Students, annually.
Classroom	Collaborate with the local School District to supply training material for Elementary School age children classes. The topic will be Ground Water and the water cycle, annually
Classroom	Collaborate with the local School district and have students participate in an annual " National Water Week Poster Contest". The contest is sponsored by the Minnesota Rural Water Association.
Citizens Academy	Conduct informational tours that explain the storm water system during the years that the City of Cambridge conducts an 11week Citizens Academy exercise.

3. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Todd Schwab*

## **B. MCM2: Public participation and involvement**

1. The Permit (Part III.D.2.a.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement a public participation/involvement program to solicit public input on the SWPPP. Describe your current program:

*The City holds an annual public meeting at a Council meeting between approximately February an May of each year to present progress to date on the City' SWPP for the current year and required activities for the following year. The City follows applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City considers both written and oral public comments.*

2. List the categories of BMPs that address your public participation/involvement program, including solicitation and documentation of public input on the SWPPP. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). **If you have more than five categories**, hit the tab key after the last line to generate a new row.

<b>Established BMP categories</b>	<b>Measurable goals and timeframes</b>
Comply with Public Notice Requirements	The City will hold an annual public meeting at a Council meeting between approximately February an May of each year to present progress to date on the City' SWPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.
Solicit Public Input and opinion on the adequacy of the SWPPP	The City will hold an annual public meeting at a Council meeting between approximately February an May of each year to present progress to date on the City' SWPP for the current year and required activities for the following year. The City will follow

	applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.
Consider Public Input	The City will hold an annual public meeting at a Council meeting between approximately February and May of each year to present progress to date on the City's SWPP for the current year and required activities for the following year. The City will follow applicable public notice requirements and solicit public opinion about the adequacy of the SWPPP. The City will consider both written and oral public comments.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Online Availability of Storm water Pollution Prevention Program Document	Provide an electronic document of the SWPPP document online, to allow anytime, easier access.
Attend Isanti County Water Task Force committee meetings.	Attend quarterly meetings and give the Board updates on the City storm water program and ask for input from the other entities attending the meeting.

3. Do you have a process for receiving and documenting citizen input? ☒ Yes ☐ No

If you answered **no** to the above permit requirement, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Todd Schwab*

### C. MCM 3: Illicit discharge detection and elimination

1. The Permit (Part III.D.3.) requires that, within 12 months of the date permit coverage is extended, existing permittees revise their current program as necessary, and continue to implement and enforce a program to detect and eliminate illicit discharges into the small MS4. Describe your current program:

*The City of Cambridge has an existing Ordinance that prohibits illicit discharges and connections. The City of Cambridge also has a GIS map of the Storm Sewer System, the map is currently used to help facilitate the management of the illicit discharge detection and elimination program.*

2. Does your Illicit Discharge Detection and Elimination Program meet the following requirements, as found in the Permit (Part III.D.3.c.-g.)?

- Incorporation of illicit discharge detection into all inspection and maintenance activities conducted under the Permit (Part III.D.6.e.-f.) Where feasible, illicit discharge inspections shall be conducted during dry-weather conditions (e.g., periods of 72 or more hours of no precipitation). ☒ Yes ☐ No
- Detecting and tracking the source of illicit discharges using visual inspections. The permittee may also include use of mobile cameras, collecting and analyzing water samples, and/or other detailed procedures that may be effective investigative tools. ☒ Yes ☐ No
- Training of all field staff, in accordance with the requirements of the Permit (Part III.D.6.g.(2)), in illicit discharge recognition (including conditions which could cause illicit discharges), and reporting illicit discharges for further investigation. ☐ Yes ☒ No
- Identification of priority areas likely to have illicit discharges, including at a minimum, evaluating land use associated with business/industrial activities, areas where illicit discharges have been identified in the past, and areas with storage of large quantities of significant materials that could result in an illicit discharge. ☐ Yes ☒ No
- Procedures for the timely response to known, suspected, and reported illicit discharges. ☒ Yes ☐ No
- Procedures for investigating, locating, and eliminating the source of illicit discharges. ☒ Yes ☐ No
- Procedures for responding to spills, including emergency response procedures to prevent spills from entering the small MS4. The procedures shall also include the immediate notification of the ☒ Yes ☐ No

Minnesota Department of Public Safety Duty Officer, if the source of the illicit discharge is a spill or leak as defined in Minn. Stat. § 115.061.

- h. When the source of the illicit discharge is found, the permittee shall use the ERPs required by the Permit (Part III.B.) to eliminate the illicit discharge and require any needed corrective action(s). ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*Staff will be attending University of Minnesota sponsored illicit discharge management training within 12 months of the date the permit coverage is extended. Staff will identify priority areas likely to have illicit discharges within 12 months of the date permit coverage is extended. An inventory will be kept of the identified sites.*

3. List the categories of BMPs that address your illicit discharge, detection and elimination program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s*

(<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Storm Sewer System Map	The City of Cambridge has prepared a draft map that shows location of portions of the City storm sewer system and receiving waters. The map the map is updated annually or at the time of a change or addition occurs on the system.
Regulatory Control Program	The City of Cambridge's regulatory mechanism to prohibit non-storm water discharges into the storm water system is contained in the City Ordinance Chapter 53, Section 02. The City of Cambridge will continue to enforce this code and review it annually to determine if changes or addition are needed to prevent illicit connections and discharges, and allow for punitive measures.
Illicit Discharge Detection and Elimination Plan	Respond to complaints or information relating to potential illicit discharges and illegal dumping. Implement inspection program of the City storm system and development projects and review annually
Public and Employee Illicit Discharge Information Program	Distribute information on illicit discharges in conjunction with the Education Program: Illicit Discharge Detection And Elimination BMP. Conduct annual staff training in conjunction with the Municipal Operations and Maintenance Program BMP.
Identification of non Storm Water Discharges and Flows	Review non-storm water discharge list annually to elevate significance of each potential source.
BMP categories to be implemented	Measurable goals and timeframes
Inspections(High Risk Establishments)	Quarterly inspections of high risk establishments (Fast food, Mechanics, Carwashes).
Inspections(High Risk Outfalls)	Yearly inspections of high risk outfalls.

4. Do you have procedures for record-keeping within your Illicit Discharge Detection and Elimination (IDDE) program as specified within the Permit (Part III.D.3.h.)? ☐ Yes ☒ No

If you answered **no**, indicate how you will develop procedures for record-keeping of your Illicit Discharge, Detection and Elimination Program, within 12 months of the date permit coverage is extended:

*Staff will develop procedures for record-keeping for our IDDE program. The procedures will follow the requirements of Part III.D.3.h. of the General Permit. The task will be completed within 12 months of the date the permit coverage is extended.*

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

**D. MCM 4: Construction site stormwater runoff control**

1. The Permit (Part III.D.4) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a construction site stormwater runoff control program. Describe your current program:

*The City of Cambridge has an existing chapter located in Chapter 152 of City Ordinance that addresses storm water management and construction site erosion control. The Chapter requires erosion control plans and a grading permit for sites.*

2. Does your program address the following BMPs for construction stormwater erosion and sediment control as required in the Permit (Part III.D.4.b.):
  - a. Have you established written procedures for site plan reviews that you conduct prior to the start of construction activity? ☐ Yes ☒ No
  - b. Does the site plan review procedure include notification to owners and operators proposing construction activity that they need to apply for and obtain coverage under the MPCA's general permit to *Discharge Stormwater Associated with Construction Activity No. MN R100001*? ☒ Yes ☐ No
  - c. Does your program include written procedures for receipt and consideration of reports of noncompliance or other stormwater related information on construction activity submitted by the public to the permittee? ☐ Yes ☒ No
  - d. Have you included written procedures for the following aspects of site inspections to determine compliance with your regulatory mechanism(s):
    - 1) Does your program include procedures for identifying priority sites for inspection? ☐ Yes ☒ No
    - 2) Does your program identify a frequency at which you will conduct construction site inspections? ☐ Yes ☒ No
    - 3) Does your program identify the names of individual(s) or position titles of those responsible for conducting construction site inspections? ☐ Yes ☒ No
    - 4) Does your program include a checklist or other written means to document construction site inspections when determining compliance? ☐ Yes ☒ No
  - e. Does your program document and retain construction project name, location, total acreage to be disturbed, and owner/operator information? ☒ Yes ☐ No
  - f. Does your program document stormwater-related comments and/or supporting information used to determine project approval or denial? ☒ Yes ☐ No
  - g. Does your program retain construction site inspection checklists or other written materials used to document site inspections? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

*Staff will update the written procedures included in the plan and include the sections that were found to be incomplete. The task will be completed within 12 months of the date the permit coverage is extended.*

3. List the categories of BMPs that address your construction site stormwater runoff control program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

Established BMP categories	Measurable goals and timeframes
Ordinance or other Regulatory Mechanism	Review erosion and sediment control ordinance sections annually to maintain adequate controls and complete updates, as needed.
Construction Site Implementation of Erosion and Sediment Control BMPs	Conduct inspections of construction sites as needed.
Waste Controls for Construction Site Operators	Inspect site for compliance as needed.
Procedures for Site Plan Review	Review development plans for sites for which include land disturbing activities.
Establishment of Procedures for the Receipt and Consideration of Reports of Storm water Noncompliance	Maintain Storm Water call number on the City web site.

Establishment of Procedures for Site Inspections and Enforcement	Record the number of sites inspected annually and summarize follow-up actions.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Site Plan Review Procedure	Develop a written site plan review procedure that includes check lists <i>within 12 months of the date the permit coverage is extended.</i>
Inspection Priority	Develop a priority list for sites to be inspected <i>within 12 months of the date the permit coverage is extended.</i>
inspections checklist	Develop a checklist for construction site inspections <i>within 12 months of the date the permit coverage is extended.</i>
Factsheet	Develop a factsheet to accompany permit applications to assist contractors with understanding permit regulations <i>within 12 months of the date the permit coverage is extended.</i>

4. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

Todd Schwab

#### E. MCM 5: Post-construction stormwater management

1. The Permit (Part III.D.5.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement and enforce a post-construction stormwater management program. Describe your current program:

*The City of Cambridge currently has chapter 152 in City ordinance that deals with post construction stormwater mangement. The standards must be followed to address post construction runoff controls at site where land disturbing activities are occurring. The standards are set up as three-tier system for discharge to variour priority waters. Level 1 is City-wide, level 1 is City-wide, Level 2 is for discharges to the eastern Lakes and level 3 is for discharges to the Rum River.*

2. Have you established written procedures for site plan reviews that you will conduct prior to the start of construction activity? ☐ Yes ☒ No
3. Answer **yes** or **no** to indicate whether you have the following listed procedures for documentation of post-construction stormwater management according to the specifications of Permit (Part III.D.5.c.): ☐ Yes ☒ No
- a. Any supporting documentation that you use to determine compliance with the Permit (Part III.D.5.a), including the project name, location, owner and operator of the construction activity, any checklists used for conducting site plan reviews, and any calculations used to determine compliance? ☐ Yes ☒ No
- b. All supporting documentation associated with mitigation projects that you authorize? ☐ Yes ☒ No
- c. Payments received and used in accordance with Permit (Part III.D.5.a.(4)(f))? ☐ Yes ☒ No
- d. All legal mechanisms drafted in accordance with the Permit (Part III.D.5.a.(5)), including date(s) of the agreement(s) and names of all responsible parties involved? ☐ Yes ☒ No

If you answered **no** to any of the above permit requirements, describe the steps that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met.

*The City of Cambridge will develop the BMP categories "to be implemented" listed below within 12 months of the date the permit coverage is extended.*

4. List the categories of BMPs that address your post-construction stormwater management program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. Refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>). If you have more than five categories, hit the tab key after the last line to generate a new row.

<b>Established BMP categories</b>	<b>Measurable goals and timeframes</b>
Development and Implementation of Structural and/or Non structural BMPs	Track the number and type of structural and non-structural BMPs installed annually (e.g., NURP ponds, infiltration basins, sump manholes, grit chambers, bio retention areas, etc.).

	Incorporate new facilities in the BMP database and map for City-owned practices annually.
Regulatory Mechanism to Address Post Construction Runoff from new Development and Redevelopment	Review ordinance annually and update as needed.
Long-term Operation and Maintenance of BMPs	Require maintenance agreements on new private BMPs during the development approval process in conjunction with City and water district permit programs. Establish private BMP maintenance agreement tracking system (e.g., by location, BMP, etc.).
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Develop a written procedure for site plan review.	<i>Within 12 months of extension of permit coverage, develop site plan review procedures that must be completed prior to the start of construction activity.</i>
Document pertinent project information	Maintain all related documents pertaining to each new or redeveloped project. Make the information accessible to all City Department in a central file system. This task will be completed within 12 months of extension of permit coverage.

5. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Todd Schwab*

#### F. MCM 6: Pollution prevention/good housekeeping for municipal operations

1. The Permit (Part III.D.6.) requires that, within 12 months of the date permit coverage is extended, existing permittees shall revise their current program, as necessary, and continue to implement an operations and maintenance program that prevents or reduces the discharge of pollutants from the permittee owned/operated facilities and operations to the small MS4. Describe your current program:

*The City of Cambridge currently is trained annually on various storm water related topics. The City also sweeps streets at least once in the Spring, Summer and the Fall of each year. The City of Cambridge inspects 100% of the pollution control devices and 20% of the system outfalls, ponds, and sediment basins. The City inspects stockpiles and handling areas annually and maintains system components according to systems established by the City. Tracking of the inspection program data is conducted and the inspection schedule and frequency is increased or decreased according to results of prior year conditions.*

2. Do you have a facilities inventory as outlined in the Permit (Part III.D.6.a.)? ☐ Yes ☒ No
3. If you answered **no** to the above permit requirement in question 2, describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, this permit requirement is met:

*The city of Cambridge will update the existing facilities inventory to meet the requirements of (Part III.D.6.a.) The task will be completed within 12 months of the date the permit coverage is extended.*

4. List the categories of BMPs that address your pollution prevention/good housekeeping for municipal operations program. Use the first table for categories of BMPs that you have established and the second table for categories of BMPs that you plan to implement over the course of the permit term.

Include the measurable goals with appropriate timeframes that each BMP category will be implemented and completed. In addition, provide interim milestones and the frequency of action in which the permittee will implement and/or maintain the BMPs. For an explanation of measurable goals, refer to the EPA's *Measurable Goals Guidance for Phase II Small MS4s* (<http://www.epa.gov/npdes/pubs/measurablegoals.pdf>).

**If you have more than five categories**, hit the tab key after the last line to generate a new row.

<b>Established BMP categories</b>	<b>Measurable goals and timeframes</b>
Municipal Operations and Maintenance Program.	Conduct a Staff training event at least annually to discuss the topics relating to water resources programs.



Street Sweeping	Sweep at least once in the spring, summer and fall of each year (additional sweeping may be completed in targeted areas and as weather permits).
Annual inspections of all structural Pollution Control Devices	Inspect 100% of the pollution control devices such as trap manholes, grit chambers, floatable skimmers, separators and other small settling or filtering devices each year. Record inspection date, weather conditions and results for each component inspected. Record and track follow-up actions needed and summarize major maintenance activities.
Inspection of a minimum of 20% of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis.	Inspect at least 20% of system outfalls, sediment basins and ponds each year. Record inspection date, weather conditions and results for each component inspected. Record and track follow-up actions needed and summarize major maintenance activities.
Annual Inspection of all Exposed Stockpile, Storage and Material Handling Areas	Inspect material stockpile and handling area annually.
Inspection Follow-up Including the determination of whether Repair, Replacement, or Maintenance Measures are Necessary and Implementation of the Corrective Measures.	Maintain system components according to system established by the City Annually.
Record Reporting and Retention of all Inspections and Responses to the Inspections.	Continue to track inspections program data in the current system and maintain and update the database with system inspection records annually.
Evaluation of Inspection Frequency	Reevaluate inspection schedule and frequencies following annual reporting results and increase or decrease frequency if prior year conditions warranted more or less frequent cleaning or maintenance.
<b>BMP categories to be implemented</b>	<b>Measurable goals and timeframes</b>
Develop Spill Prevention & Control Plans for Municipal Facilities	Develop plans describing spill prevention and control procedures by the end of year 2. Conduct annual spill prevention and response training session for all municipal employees. Distribute educational materials, e.g., posters and pamphlets, to each municipal facility by the end of year 2.
Increase inspections frequency of stockpile handling areas.	Inspect the maintenance yard quarterly or after a rain event greater than one inch.
Facility Inventory	Develop facility inventory in year 2 of City-owned properties and buildings.

5. Does discharge from your MS4 affect a Source Water Protection Area (Permit Part III.D.6.c.)? ☐ Yes ☒ No

a. If **no**, continue to 6.

b. If **yes**, the Minnesota Department of Health (MDH) is in the process of mapping the following items. Maps are available at <http://www.health.state.mn.us/divs/eh/water/swp/maps/index.htm>. Is a map including the following items available for your MS4:

1) Wells and source waters for drinking water supply management areas identified as vulnerable under Minn. R. 4720.5205, 4720.5210, and 4720.5330? ☐ Yes ☒ No

2) Source water protection areas for surface intakes identified in the source water assessments conducted by or for the Minnesota Department of Health under the federal Safe Drinking Water Act, U.S.C. §§ 300j – 13? ☐ Yes ☒ No

c. Have you developed and implemented BMPs to protect any of the above drinking water sources? ☐ Yes ☒ No

6. Have you developed procedures and a schedule for the purpose of determining the TSS and TP treatment effectiveness of all permittee owned/operated ponds constructed and used for the collection and treatment of stormwater, according to the Permit (Part III.D.6.d.)? ☐ Yes ☒ No

7. Do you have inspection procedures that meet the requirements of the Permit (Part III.D.6.e.(1)- ☐ Yes ☒ No

(3)) for structural stormwater BMPs, ponds and outfalls, and stockpile, storage and material handling areas?

8. Have you developed and implemented a stormwater management training program commensurate with each employee's job duties that:

- a. Addresses the importance of protecting water quality? ☒ Yes ☐ No
- b. Covers the requirements of the permit relevant to the duties of the employee? ☐ Yes ☒ No
- c. Includes a schedule that establishes initial training for new and/or seasonal employees and recurring training intervals for existing employees to address changes in procedures, practices, techniques, or requirements? ☐ Yes ☒ No

9. Do you keep documentation of inspections, maintenance, and training as required by the Permit (Part III.D.6.h.(1)-(5))? ☒ Yes ☐ No

If you answered **no** to any of the above permit requirements listed in **Questions 5 – 9**, then describe the tasks and corresponding schedules that will be taken to assure that, within 12 months of the date permit coverage is extended, these permit requirements are met:

*The City of Cambridge will update policy to comply with Section F. 5.a., 5.b.1.,2., 5.c, 6., 7., 8. b., c. within 12 months of the date the permit coverage is extended.*

10. Provide the name or the position title of the individual(s) who is responsible for implementing and/or coordinating this MCM:

*Todd Schwab*

## VI. Compliance Schedule for an Approved Total Maximum Daily Load (TMDL) with an Applicable Waste Load Allocation (WLA) (Part II.D.6.)

- A. Do you have an approved TMDL with a Waste Load Allocation (WLA) prior to the effective date of the Permit? ☐ Yes ☒ No

1. If **no**, continue to section VII.

2. If **yes**, fill out and attach the MS4 Permit TMDL Attachment Spreadsheet with the following naming convention: *MS4NameHere\_TMDL*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VII. Alum or Ferric Chloride Phosphorus Treatment Systems (Part II.D.7.)

- A. Do you own and/or operate any Alum or Ferric Chloride Phosphorus Treatment Systems which are regulated by this Permit (Part III.F.)? ☐ Yes ☒ No

1. If **no**, this section requires no further information.

2. If **yes**, you own and/or operate an Alum or Ferric Chloride Phosphorus Treatment System within your small MS4, then you must submit the Alum or Ferric Chloride Phosphorus Treatment Systems Form supplement to this document, with the following naming convention: *MS4NameHere\_TreatmentSystem*.

This form is found on the MPCA MS4 website: <http://www.pca.state.mn.us/ms4>.

## VIII. Add any Additional Comments to Describe Your Program



## CHAPTER 53: STORM SEWER

Section		Page
53.01	Definitions .....	61
53.02	Illicit Discharge and Connection.....	63
53.03	Applicability .....	63
53.04	Definitions .....	63
53.05	Responsibility for Administration.....	63
53.06	Compatibility with Other Regulations .....	63
53.07	Ultimate Responsibility.....	64
53.08	Discharge Prohibitions .....	64
53.09	Watercourse Protection .....	66
53.10	Industrial or Construction Activity Discharges.....	66
53.11	Requirement to Prevent, Control, and Reduce Stormwater Pollutants by the Use of Best Management Practices .....	67
53.12	Notification of Spills .....	67
53.13	Right of Entry.....	67
53.14	Enforcement/Penalties.....	67
53.15	Emergency Cease and Desist Orders .....	67
53.16	Suspension Due to the Detection of Illicit Discharge .....	68
53.17	Violations Deemed a Public Nuisance .....	68
53.18	Severability.....	68

### §53.01 DEFINITIONS.

**BEST MANAGEMENT PRACTICES (BMPs).** Schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to storm water, receiving waters, or storm water conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage. ✓

**CLEAN WATER ACT.** The federal Water Pollution Control Act (33 U.S.C. § 1251 et seq.), and any subsequent amendments thereto. ✓

**HAZARDOUS MATERIALS.** Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed. ✓

**ILLICIT DISCHARGE.** Any direct or indirect non-storm water discharge to the storm drain system. ✓

**ILLICIT CONNECTIONS.** An illicit connection is defined as either of the following: ✓

- Any drain or conveyance, whether on the surface or subsurface that allows an illegal discharge to enter the storm drain system including but not limited to any conveyances that allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or, ✓
- Any drain or conveyance connected from a commercial or industrial land use to the storm drain system that has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency. ✓

*MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4).* The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and that is not used for collecting or conveying sewage. ✓

*N.P.D.E.S. PERMIT (NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT).* ✓  
The system for issuing, conditioning, and denying permits for the discharge of pollutants from point sources into the navigable waters, the contiguous zone, and the oceans by the Environmental Protection Agency pursuant to the Federal Water Pollution Control Act of 1972, §§ 402 and 405, as they may be amended from time to time.

*NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT.* ✓ Means a permit issued by EPA (or by a State under authority delegated pursuant to 33 USC § 1342(b)) that authorizes the discharge of pollutants to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.

*NON-STORM WATER DISCHARGE.* Any discharge to the storm drain system that is not composed entirely of storm water. ✓

*POLLUTANT.* Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes, and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind. ✓

*STORM DRAINAGE SYSTEM.* Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures. ✓

*STORM WATER.* Any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation. ✓

*STORM WATER MANAGEMENT PLAN.* A document which describes the Best Management Practices and activities to be implemented by a person or business to identify sources of pollution or ✓

contamination at a site and the actions to eliminate or reduce pollutant discharges to Storm Water, Storm Water Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.

*WASTEWATER.* Any water or other liquid, other than uncontaminated storm water, discharged from a facility. ✓

*WASTE WATER (SEWER SYSTEMS).* The spent water of a community; from the standpoint of source, it may be a combination of the liquid and water-carried wastes from residences, commercial buildings, industrial plants, and institutions, together with any ground water, surface water, and storm water that may be present. ✓

## **§53.02 ILLICIT DISCHARGE AND CONNECTION**

### **PURPOSE**

The general purpose of this ordinance is to provide for the health, safety, and general welfare of the public through the regulation of non-storm water discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the MS4 permit issued to the City of Cambridge by the Minnesota Pollution Control Agency (MPCA) under the National Pollutant Discharge Elimination System (NPDES) permit process. The objections of this ordinance are: ✓

- (1) To regulate the contribution of pollutants to the MS4 by storm water discharges by any user;
- (2) To prohibit illicit connections and discharges to the MS4;
- (3) To establish legal authority to carry out all inspection, surveillance, monitoring, and enforcement procedures necessary to ensure compliance with this ordinance.

### **53.03 APPLICABILITY**

This ordinance shall apply to all water entering the storm drainage system generated on any developed and undeveloped lands unless explicitly exempted. ✓

### **53.04 DEFINITIONS**

For the purposes of this ordinance, all terms, phrases, words, and their derivatives shall have the meanings as stated in Chapter 53.01 of the City Code. ✓

### **53.05 RESPONSIBILITY FOR ADMINISTRATION**

The City of Cambridge shall administer, implement, and enforce the provisions of this ordinance. Any powers granted or duties imposed upon the City of Cambridge may be delegated by the City Administrator to persons or entities acting in the beneficial interest of or in the employ of the City. ✓

### **53.06 COMPATIBILITY WITH OTHER REGULATIONS**

This ordinance is not intended to modify or repeal any other ordinance, rule, regulation, or other provision of law. The requirements of this ordinance are in addition to the requirements of any other ordinance, rule, regulation, or other provision of law, and where any provision of this ordinance imposes restrictions different from those imposed by any other ordinance, rule, regulation, or other provision of law, whichever provision is more restrictive or imposes higher protective standards for human health or the environment shall control.

### **53.07 ULTIMATE RESPONSIBILITY** ✓

The standards set forth herein and promulgated pursuant to this ordinance are minimum standards; therefore this ordinance does not intend or imply that compliance by any person will ensure that there will be no contamination, pollution, or unauthorized discharge of pollutants.

### **53.08 DISCHARGE PROHIBITIONS**

#### **(A) Prohibition of Illegal Discharges.**

(1) No person shall throw, drain, or otherwise discharge, cause, or allow others under its control to throw, drain, or otherwise discharge into the MS4 any pollutants or waters containing any pollutants, other than storm water. The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:

- a) The following discharges are exempt from discharge prohibitions established by this ordinance: water line flushing, landscape irrigation, diverted stream flows, rising groundwater, uncontaminated groundwater infiltration, uncontaminated pumped groundwater, discharges from potable water sources, foundation drains, air conditioning condensation, irrigation water, springs, water from crawl space pumps, footing drains, lawn watering, individual residential car washing, flows from riparian habitats and wetlands, street wash water, dechlorinated swimming pool water, and any other water source not containing a pollutant.
  - (i) For swimming pool discharges, water shall sit seven (7) days without the addition of chlorine to allow for chlorine to evaporate before discharge.
  - (ii) Discharge of swimming pools, crawl spaces, sump pumps, footing drains and other sources that may be determined to contain sediment or other forms or pollutants may NOT be discharged directly to a gutter or storm sewer. This discharge must be allowed to flow over a vegetated area to allow filtering of pollutants, evaporation of chemicals and infiltration of water consistent with the storm water requirements of the City of Cambridge.
- b) Discharges or flow from firefighting, and other discharges specified in writing by the City of Cambridge as being necessary to protect public health and safety.
- c) Discharges associated with dye testing, however this activity requires a written notification to the City of Cambridge prior to the time of the test.

- d) The prohibition shall not apply to any non-storm water discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the MPCA, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.

(B) Prohibition of Illicit Connections.

- (1) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- (2) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- (3) A person is considered to be in violation of this ordinance if the person connects a line conveying sewage to the MS4, or allows such a connection to continue.
- (4) Improper connections in violation of this ordinance must be disconnected and redirected, if necessary, to an approved onsite wastewater management system.
- (5) Any drain or conveyance that has not been documented in plans, maps or equivalent, and which may be connected to the storm sewer system, shall be located by the owner or occupant of that property upon receipt of written notice of violation from the City of **Cambridge** requiring that such locating be completed. Such notice will specify a reasonable time period within which the location of the drain or conveyance is to be determined, that the drain or conveyance be identified as storm sewer, sanitary sewer or other, and that the outfall location or point of connection to the storm sewer system, sanitary sewer system or other discharge point be identified. Results of these investigations are to be documented and provided to the City.

(C) Additional Discharge Prohibitions: Any owner or occupant of property within the City shall comply with the following requirements:

- (1) Subsurface sewage treatment systems shall be maintained to prevent failure.
- (2) Recreational vehicle sewage shall be disposed of to a proper sanitary waste facility.
- (3) Mobile washing companies (carpet cleaning, mobile vehicle washing, etc.) shall dispose of wastewater to the sanitary sewer.
- (4) All motor vehicle parking lots and private streets shall be swept, at a minimum, once a year in the spring to remove debris. Such debris shall be collected and properly disposed.

- (5) Fuel, chemical residue, household hazardous waste or other types of potentially harmful material shall be disposed of properly.
- (6) Objects, such as motor vehicle parts, containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff.
- (7) Any machinery or equipment that is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills or discharges.

### **§53.09 WATERCOURSE PROTECTION**

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, yard waste, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

### **§53.10 INDUSTRIAL OR CONSTRUCTION ACTIVITY DISCHARGES**

*Submission of Notice of Intent (NOI) to the City of Cambridge.* Any person subject to an industrial or construction activity NPDES storm water discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit is required in a form acceptable to the City prior to the allowing of discharges to the MS4.

*Industrial activity* includes activities subject to NPDES Industrial Storm Water Permits as defined in 40 CFR, Section 122.26 (b)(14). *Construction activity* includes activities subject to NPDES Construction Permits. These include construction projects resulting in land disturbance of one acre or more. Such activities include but are not limited to clearing and grubbing, grading, excavating, and demolition.

The operator of a facility, including construction sites, required to have an NPDES permit to discharge storm water associated with industrial activity shall submit a copy of the NOI to the City at the same time the operator submits the original NOI to the EPA as applicable.

The copy of the NOI must be delivered to the City either in person or by certified mail to:

Utilities Director  
City of Cambridge  
300 3<sup>rd</sup> Avenue NE  
Cambridge, MN 55008

A person commits an offense if the person operates a facility that is discharging storm water associated with industrial activity without having submitted a copy of the NOI to do so to the City of Cambridge.

### **§53.11 REQUIREMENT TO PREVENT, CONTROL, AND REDUCE STORM WATER POLLUTANTS BY THE USE OF BEST MANAGEMENT PRACTICES**

The City of Cambridge will adopt requirements identifying best management practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of storm water, the storm drain system, or waters of the United States. The owner or operator of such activity, operation, or facility shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premise that is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the MS4. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of storm water associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this ordinance. These BMPs shall be part of a storm water management plan (SWMP) as necessary for compliance with requirements of the NPDES permit.

### **§53.12 NOTIFICATION OF SPILLS**

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into storm water, the storm drain system, or waters of the United States, said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the City in person or by phone no later than the next business day. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Failure to provide notification of a release as provided above is a violation of this ordinance.

### **§53.13 RIGHT OF ENTRY**

The City shall be permitted to enter and inspect facilities subject to regulation under this ordinance as often as may be necessary to determine compliance with this ordinance, including the right to set up, or require facilities owner to set up devices necessary to conduct monitoring and/or sampling of the facilities storm water discharge.

### **§53.14 ENFORCEMENT / PENALTIES**

The City shall be responsible for enforcing this ordinance. Any person, firm or corporation failing to comply with or violating any of the provisions of this ordinance, shall be deemed guilty of a misdemeanor, and each day during which any violation of any of the provisions of this ordinance is committed, continued or permitted, shall constitute a separate offense. All land use and building permits shall be suspended until the applicant has corrected any and all violations.

### **§53.15 EMERGENCY CEASE AND DESIST ORDERS**

When the City finds that any person has violated, or continues to violate, any provision of this ordinance, or any order issued hereunder, or that the person's past violations are likely to recur, and that the person's violation(s) has (have) caused or contributed to an actual or threatened discharge to the MS4 or waters of the state which reasonably appears to present an imminent or substantial endangerment to the health or welfare of persons or to the environment, the City may issue an order to the violator directing it immediately to cease and desist all such violations.

#### **§53.16 SUSPENSION DUE TO THE DETECTION OF ILLICIT DISCHARGE**

Any person discharging to the MS4 in violation of this ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. Such suspension may also be imposed if it is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger.

#### **§53.17 VIOLATIONS DEEMED A PUBLIC NUISANCE**

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense; and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

#### **§53.18 SEVERABILITY**

The provisions of this ordinance are severable. If any provision of this ordinance or the application of any provision of this ordinance to any circumstance is held invalid, such invalidity shall not affect other provisions or applications of this ordinance, which can be given effect without the invalid provision or application.



## CHAPTER 152: STORM WATER MANAGEMENT

Section	Page
152.01 Short title .....	24
152.02 Purpose and scope .....	24
152.03 Definitions .....	24
152.04 Storm Water Pollution Control Plan.....	27
152.05 Review .....	32
152.06 Modification of plan .....	32
152.07 Financial securities .....	32
152.08 Failure of the Storm Water Pollution Control Plan .....	33
152.09 Enforcement .....	34
152.10 Right of entry and inspection .....	34
152.11 Abrogation and greater restrictions .....	34
152.12 Other statutes, rules and ordinances .....	34

### § 152.01 SHORT TITLE.

This chapter shall be known as the “Cambridge Storm Water Management” chapter, and may be cited as such and will be referred to herein as “this chapter.”

### § 152.02 PURPOSE AND SCOPE.

(A) The purpose of this chapter is to control or reduce storm water pollution, including nutrients, along with soil erosion and sedimentation within the city and to protect sensitive receiving waters. It establishes standards and specifications for conservation practices and planning activities, that minimize storm water pollution, soil erosion and sedimentation. It is the stated purpose of these efforts to minimize degradation of the downstream lakes and the Rum River, including a stated goal of no net increase in phosphorus loading to these lakes.

(B) Except where a variance is granted, any person, firm, sole proprietorship, partnership, corporation, state agency, or political subdivision proposing a construction activity that will disturb one or more acres of land within the city shall apply to the city for the approval of the storm water pollution control plan. No land shall be disturbed until the plan is approved by the city and conforms to the standards set forth herein.

### § 152.03 DEFINITIONS.

For the purposes of this chapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**Applicant.** Any person or group that applies for a building permit, subdivision approval, or a permit to allow land disturbing activities. **Applicant** also means that person's agents, employees, and others acting under this person's or group's direction. The term **Applicant** also refers to the permit holder or holders and the permit holder's agents, employees, and others acting under this person's or group's direction.



**Best Management Practices (BMPS).** Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions on certain activities, and other management practices published by state or designated area-wide planning agencies. (Examples of BMP's can be found in the current versions of the Minnesota Pollution Control Agency's publications, "Protecting Water Quality in Urban Areas," and, "Storm-Water and Wetlands: Planning and Evaluation Guidelines for Addressing Potential Impacts of Urban Storm-Water and Snow-Melt Runoff on Wetlands," the Metropolitan Council's "Minnesota Urban Small Sites BMP Manual" (available as a compact disk or on the Internet world wide web under the address:

[www.metrocouncil.org/environment/environment.htm](http://www.metrocouncil.org/environment/environment.htm)), the Center for Watershed Protection at <http://www.cwp.org>, the United States Environmental Protection Agency's, "Storm Water Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices," (as a reference for BMP's) and the Minnesota Department of Transportation's, "Erosion Control Design Manual.")

**Buffer.** A protective vegetated zone located adjacent to a natural resource, such as a water of the state, that is subject to direct or indirect human alteration. Such a buffer strip is an integral part of protecting an aquatic ecosystem through trapping sheet erosion, filtering pollutants, reducing channel erosion and providing adjacent habitat. The buffer begins at the "ordinary high water mark" for wetlands and the top of the bank of the channel for rivers and streams. This start point corresponds to the Minnesota Department of Natural Resources' definition of a "shoreline" in Minn. Rules, part 6115.0030. Therefore a stream with a width of 30 feet between banks and 100 foot buffer strips has a total protected width of 230 feet.

**Erosion Control.** Refers to methods employed to prevent erosion. Examples include soil stabilization practices, horizontal slope grading, temporary or permanent cover, and construction phasing.

**Exposed Soil Areas.** All areas of the construction site where the vegetation (trees, shrubs, brush, grasses, etc.) or impervious surface has been removed, thus rendering the soil more prone to erosion. This includes topsoil stockpile areas, borrow areas and disposal areas within the construction site. It does not include temporary stockpiles or surcharge areas of clean sand, gravel, concrete or bituminous, which have less stringent protection. Once soil is exposed, it is considered "exposed soil," until it meets the definition of "final stabilization."

**Final Stabilization.** Means that all soil disturbing activities at the site have been completed, and that a uniform (evenly distributed, e.g., without large bare areas) perennial vegetative cover with a density of 75% of the cover for unpaved areas and areas not covered by permanent structures has been established, or equivalent permanent stabilization measures have been employed. Simply sowing grass seed is not considered final stabilization. Where agricultural land is involved, such as when pipelines are built on crop or range land, final stabilization constitutes returning the land to its preconstruction agricultural use. (Examples of vegetative cover practices can be found in the current version of the Minnesota Department of Transportation's publication, "Supplemental Specifications to the (year of the latest update) Standard Specifications for Construction.")

**Impervious Surface.** A constructed hard surface that either prevents or retards the entry of water into the soil, and causes water to run off the surface in greater quantities and at an increased rate of

flow than existed prior to development or redevelopment. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.

**Land Disturbance Activity.** Any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within this government's jurisdiction, including construction, clearing and grubbing, grading, excavating, transporting and filling of land. Within the context of this chapter, land disturbance activity does not mean:

(1) Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work.

(2) Additions or modifications to existing single family structures that result in creating under 5,000 square feet of exposed soil or impervious surface and/or is part of a larger common development plan.

(3) Construction, installation, and maintenance of fences, signs, posts, poles, and electric, telephone, cable television, utility lines or individual service connections to these utilities, that results in creating under 5,000 square feet of exposed soil or impervious surface.

(4) Tilling, planting, or harvesting of agricultural, horticultural, or silvicultural (forestry) crops.

(5) Emergency work to protect life, limb, or property and emergency repairs, unless the land disturbing activity would have otherwise required an approved erosion and sediment control plan, except for the emergency. If such a plan would have been required, then the disturbed land area shall be shaped and stabilized in accordance with the city's requirements as soon as possible.

**National Pollutant Discharge Elimination System (NPDES)/State Disposal System (SDS).** The programs for issuing, modifying, revoking, reissuing, terminating, monitoring, and enforcing permits under the Clean Water Act (33 U.S.C. § 1251 et seq.) and M.S. § 115.03, as it may be amended from time to time, and any subsequent amendments thereto.

**Storm Water.** Water meeting the definition of Minn. Rules, part 7077.0105, subpart 41b (*Storm Water* means precipitation runoff, storm water runoff, snow melt runoff, and any other surface runoff and drainage.") or The Code of Federal Regulations (CFR) under 40 CFR 122.26 [b][13], (Storm water means storm water runoff, snow melt runoff and surface and drainage.). Storm water does not include construction site dewatering.

**Storm Water Pollution Control Plan.** A joint storm water and erosion and sediment control plan that is a document containing the requirements of § 152.04, that when implemented will decrease soil erosion on a parcel of land and off-site nonpoint pollution. It involves both temporary and permanent controls.

**Waters Of The State.** As defined in M.S. § 115.01, Subd. 22, as it may be amended from time to time.

**Wetland.** As defined in Minn. Rules, part 7050.0130, subpart F, ("wetlands" are those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to

support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions.) **Wetlands** generally include swamps, marshes, bogs, and similar areas. Constructed wetlands designed for wastewater treatment are not waters of the state. **Wetlands** must have the following attributes:

- (1) A predominance of hydric soils;
- (2) Inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support a prevalence of hydrophytic vegetation typically adapted for life in a saturated soil condition; and
- (3) Under normal circumstances support a prevalence of such vegetation.

#### **§ 152.04 STORM WATER POLLUTION CONTROL PLAN.**

Every applicant for a building permit, subdivision approval, or a permit to allow land disturbing activities of one acre or more must submit a Storm Water Pollution Control Plan to the City Engineer that contains the items listed below. No building permit, subdivision approval, or authorization to commence land disturbing activities shall be issued until the city approves this plan. At a minimum these pollution abatement control practices must conform to, and if applicable be designed in accordance with, those in the current version of the Minnesota Pollution Control Agency's publication, "Protecting Water Quality in Urban Areas."

**(A) *Requirements of the Storm Water Pollution Control Plan.*** The plan shall contain:

- (1) The name and address of the owner and applicant, if different than the owner.
- (2) The location of the activity.
- (3) Project description: the nature and purpose of the land disturbing activity and the amount of grading, utilities, and building construction involved.
- (4) Phasing of construction: time frames and schedules for the project's various aspects.
- (5) A map(s) of the existing site conditions: existing topography, property information, steep slopes (greater than 3:1), existing drainage systems/patterns, type of soils, waterways, wetlands, vegetative cover, 100-year flood plain boundaries, if present, locations of existing and future buffer strips and labeling the portions of the site that drain to downstream lakes, rivers and/or streams.
- (6) A site construction plan that includes the location of the proposed land disturbing activities, stockpile locations, erosion and sediment control plan, construction schedule, and the plan for the maintenance and inspections of the storm water pollution control measures. The Storm Water Pollution Control Plan's measures, the limit of disturbed surface and the location of buffer areas shall be marked on the approved grading plan, and identified with flags, stakes, signs etc. on the development site before work begins. At a minimum, such inspections shall be done weekly by either the permittee, or the permittee's designated representative, and within 24 hours after every storm or snow melt event large enough to result in runoff from the site (approximately 0.25 inches

or more in 24 hours). At a minimum, these inspections shall be done during active construction.

(7) Identification of adjacent areas: neighboring streams, lakes, residential areas, roads and the like, that might be affected by the land disturbing activity.

(8) Designation of the site's areas that have the potential for serious erosion problems.

(9) Erosion and sediment control measures: the methods that will be used to control erosion and sedimentation on the site, both during and after the construction process.

(10) Permanent stabilization: how the site will be stabilized after construction is completed, including specifications, time frames or schedules and a narrative plan for the removal of temporary sediment and erosion control measures at the end of the project.

(11) Hydrologic models and design methodologies used for determining runoff characteristics and analyzing storm water management structures must be approved by the city engineer. Plans, specifications and computations for storm water management facilities submitted for review must be sealed and signed by a registered professional engineer. All computations must appear in the plans submitted for review, unless otherwise approved by the City Engineer.

(12) This plan should address stormwater discharging to special as well as impaired waters and what special actions/BMPs that will be employed.

**(B) Storm water pollution control measures.** These minimum control measures are required where bare soil is exposed. Where additional control measures are needed, they will be specified at the discretion of the city.

(1) The applicant must properly install sediment control measures before the construction activity begins. Such structures may be adjusted during dry weather to accommodate short term activities, such as those allowing the passage of very large vehicles. As soon as this activity is finished or before the next runoff event, the erosion and sediment control structures must be returned to the configuration specified by the city.

(2) The applicant must divert channeled runoff around disturbed areas and protect the channel.

(3) If a storm water management plan involves directing some or all of the site's runoff to adjacent property, the applicant shall obtain from adjacent property owners any necessary easements or other property interests concerning the flowing of such water.

(4) The applicant must schedule the site's activities to lessen their impact on erosion and sediment creation, so as to minimize the amount of exposed soil.

(5) Silt fence shall be required to hold all sheet flow runoff generated at an individual site, until it can either infiltrate or seep through silt fence's pores.

(6) Temporary soils stockpiles must have silt fence or other effective sediment controls, and cannot be placed in surface water, including storm water conveyances such as curb and gutter

systems, or conduits and ditches.

(7) Temporary rock construction entrances are required wherever vehicles enter and exit a site.

(8) Streets must be cleaned and swept whenever tracking of sediments occurs and before sites are left idle for weekends and holidays. A regular sweeping schedule shall be established.

(9) Water (impacted by the construction activity) removed from the site by pumping must be treated by temporary sedimentation basins, geotextile or chemical filters, grit chambers, sand filters, up-flow chambers, hydrocyclones, swirl concentrators or other appropriate controls. Such water shall not be discharged in a manner that causes erosion or flooding of the site; receiving channels, adjacent property or a wetland.

(10) All storm drain inlets must be protected during construction until control measures are in place with either silt fence or an equivalent.

(11) Existing water bodies and wetlands shall have temporary erosion control devices installed around their respective perimeters to protect them from sediment deposits created by a construction activity.

(C) *Temporary sediment basins.* For common drainage locations that serve an area of ten or more acres disturbed at one time, and that drain to a discernable pond, a sediment basin must be provided prior to the runoff leaving the construction site or entering waters of the state. In addition to this requirement, the applicant is encouraged, and may be required by the city, to install temporary sediment basins where appropriate in areas with steep slopes or highly erodible soils even if less than ten acres drains to one area.

(D) *Permanent storm water controls.*

(1) Where a project's ultimate development replaces vegetation and/or other pervious surfaces with one or more acres of cumulative impervious surface, a water quality volume of 1 inch of runoff from all impervious surfaces created by the project must be treated in one of the following ways prior to the runoff leaving the construction site or entering waters of the state; wet sedimentation basin, infiltration/filtration, regional ponds, or a combination of practices.

(2) The wet sediment basin must have a permanent volume of 1,800 cubic feet of storage below the outlet pipe for each acre that drains to the basin. The basin's permanent volume must reach a minimum depth of at least three feet and must have no depth greater than ten feet. The basin must be configured such that scour or resuspension of solids is minimized. The city encourages the use of multiple treatment cells or basins with a total volume as indicated above, so as to maximize treatment by sedimentation, facilitate maintenance (at primary cells), and general promotion of plug flow behavior (keep inlets away from outlets, installation of baffles and the like).

(3) Basin outlets shall be designed such that the water quality volume is discharged at no more than 5.66 cubic feet per second (cfs) per acre of surface area of the pond.

(4) Release rates from storm water treatment basins shall not increase over the

predevelopment (existing conditions) storm discharge rates for the 24-hour duration two-year, ten-year and 100-year rainfall events. Calculations that were made for the design of such items as sediment basins, rate control structures, wet detention basin volumes, diversions, waterways, infiltration zones and other selected BMPs shall be included with the submittal.

(5) An emergency overflow shall be provided that meets the elevation criteria in division (C)(6) below.

(6) Where buildings are proposed adjacent to wetlands, lakes, detention or retention basins, or other water bodies, the lowest floor elevation of the adjacent structures shall be set to the greater of the following:

(a) Four feet above the higher of the groundwater level or the normal water level of the adjacent water body.

(b) Two feet above the Base Flood Elevation (BFE) established in a Flood Insurance Study or where no BFE exists, two feet above the high water level resulting from the 100-year, 24-hour duration, AMC-2 (design storm);

(c) One foot above the emergency overflow elevation if the overflow elevation is above the design storm elevation, and the overflow elevation plus one foot is less than the elevations in divisions (6)(a) and (6)(b).

(d) The elevation based on applicable shoreland and/or floodplain zoning.

(e) The building or structure shall be a horizontal distance of at least 15 feet from the nearest location of the BFE.

(f) All low building openings shall be 1.5 feet above the emergency overflow elevation.

(7) Where feasible, wet retention basins shall have a 10:1 vegetative bench at the normal water level.

(8) At a minimum these facilities must conform to the most current technology as reflected in the current version of the Minnesota Pollution Control Agency's publication "Protecting Water Quality in Urban Areas".

(9) Permanent storm water pollution controls shall be designed by a professional engineer licensed in the State of Minnesota.

(E) *Additional controls B Rum River.* If a construction activity is within 2,000 feet of the Rum River, or discharges directly to the Rum River, the following controls apply in addition to those listed in divisions (A) through (D).

(1) All exposed soil areas with a slope of 3:1 or steeper that have a continuous positive slope to the Rum River must have a temporary erosion protection or permanent cover within seven days after the area is no longer actively being worked.



(2) Temporary sediment basins described in division (C) must be used for common drainage locations that serve an area with five or more acres disturbed at one time.

(3) The water quality volume that must be treated by the project's permanent storm water pollution controls described in division (D) shall be one inch of runoff from the new impervious surfaces created by the project.

(4) An undisturbed buffer zone of not less than 100 linear feet from the Rum River (not including tributaries) shall be maintained at all times. Exceptions from this requirement for the areas, such as water crossings or limited water access, may be allowed if the applicant fully documents in the SWPCP the circumstances and reasons the buffer encroachment is necessary.

(F) *Additional controls – Skogman-Fannie-Florence watershed.* If a construction activity is within the Skogman, Fannie, Florence chain of lakes watershed, the following controls apply in addition to those listed in divisions (A) through (D).

(1) All exposed soil areas with a slope of 3:1 or steeper that have a continuous positive slope to one of the lakes listed above must have a temporary erosion protection or permanent cover within seven days after the area is no longer actively being worked.

(2) Temporary sediment basins described in division (C) must be used for common drainage locations that serve an area with five or more acres disturbed at one time.

(3) The water quality volume that must be treated by the project's permanent storm water pollution controls described in division (D) shall be one inch of runoff from the new impervious surfaces created by the project.

(4) *Water quality treatment requirements.*

(a) Projects shall not result in an increase in loading of total phosphorus (TP) to the receiving water. Defendable computations shall be submitted that demonstrate no increase in TP loading on an annual basis as compared to existing site conditions, using standard techniques and generally accepted assessment practices, including available lake and ecoregional studies and models. Assessment techniques and resulting computations must be approved by the City Engineer.

(b) Site runoff volume for the first one inch of runoff shall be infiltrated, or otherwise retained without discharge from the site. Where soil permeability is not suitable for storm water infiltration techniques, additional design considerations to enhance the infiltration rate and/or other measures shall be employed as required by the City Engineer. Such measures should include grass swales or similar techniques, that use evaporation/transpiration or other approaches to achieve the same goal. Soil not suitable for storm water infiltration techniques may include soils with permeability values less than Group B soils (less than 2.5 inches per hour) as defined by the U.S. Department of Agriculture's Natural Resources Conservation Service (NRCS) or soils where a high water table is present.

(c) Storm water controls using infiltration shall provide protection against silt plugging, such as settling basins and manhole silt sumps.

(d) The applicant shall consider incorporating the use of natural topography and land cover such as natural swales and depressions as they exist before development to the degree that they can accommodate the additional flow of treated (e.g., settled) water without compromising the integrity or quality of the receiving water.

**(G) *Inspection and maintenance of the Storm Water Pollution Control Plan's measures.***

(1) The applicant must inspect the construction site within 24 hours after a rainfall event where the total rainfall is greater than 0.25 inches in 24 hours.

(2) Inspections may be performed by city staff to observe that erosion and sediment control measures are properly installed and maintained in accordance with the SWPCP. Construction stop orders may be issued by the city until erosion and sediment control measures are corrected in accordance with the SWPCP.

(3) It shall be the responsibility of the applicant to obtain any necessary easements or other property interests to allow access to the storm water management facilities for inspection and maintenance purposes.

(4) All storm water pollution control management facilities must be designed to minimize the need of maintenance, to provide easy vehicle and personnel access for maintenance purposes and to be structurally sound.

**§ 152.05 REVIEW.**

The city shall review the storm water pollution control plan and approve or disapprove in accordance with M.S. § 15.99, as it may be amended from time to time.

**§ 152.06 MODIFICATION OF PLAN.**

An approved storm water pollution control plan may be modified upon submission of a written request for modification to the city, and after written approval by the city. The City Engineer may require additional reports and data to be submitted with the request.

**§ 152.07 FINANCIAL SECURITIES.**

The city requires financial security in the amount of \$3,000 per acre up to a maximum of \$30,000 for the performance of the work described in the approved storm water pollution control plan and any related remedial work. This security must be provided to the city prior to commencing the project.

**(A) *Action against the financial security.*** The city may act against the financial security if any of the conditions listed below exist. The city shall use funds from this security to finance any corrective or remedial work undertaken by the city or a contractor retained by the city and to reimburse the city for all direct cost incurred in the process of remedial work including, but not limited to, staff time, engineering fees and attorney's fees.

(1) The applicant ceases construction activities and/or filling and abandons the work site prior to completion of the storm water pollution control plan.

(2) The applicant fails to conform to the storm water pollution control plan as approved by the city, or to related supplementary instructions.

(3) The techniques utilized under the storm water pollution control plan fail within one year of installation.

(4) The applicant fails to reimburse the city for corrective action taken under ' 152.08.

(5) Emergency action is taken under ' 152.08(B).

**(B)** *Returning the financial security.* Any unspent amount of the financial security deposited with the city for faithful performance of the storm water pollution control plan and any storm water and pollution control plan related remedial work must be released not more than one full year after the completion of the installation of all such measures and the establishment of final stabilization.

#### **§ 152.08 FAILURE OF THE STORM WATER POLLUTION CONTROL PLAN.**

**(A)** *Notification by the city.* The city shall notify the applicant when the city is going to act against the financial securities. The initial contact will be to the party or parties listed on the Storm Water Pollution Control Plan as contacts. Except during an emergency action, 48 hours after notification by the city, the city at its discretion may begin corrective work. If after making a good faith effort to notify the responsible party or parties, the city has been unable to establish contact, the city may proceed with corrective work.

**(B)** *Emergency action.* If circumstances exist such that noncompliance with this chapter poses an immediate danger to the public health, safety and welfare, as determined by the city, the city may take emergency preventive action. The city shall also take every reasonable action possible to contact and direct the applicant to take any necessary action. Any cost to the city may be recovered from the applicant's financial security.

**(C)** *Failure to do corrective work.* When an applicant fails to conform to any provision of § 152.04 within the time stipulated, the city may take the following actions:

(1) Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.

(2) Revoke any permit issued by the city to the applicant for the site in question or any other of the applicant's sites within the city's jurisdiction.

(3) Direct the correction of the deficiency by city forces or by a separate contract.

(4) The applicant must reimburse all costs incurred by the city in correcting storm water pollution control deficiencies. If payment is not made within 30 days after the city incurs costs, payment will be made from the applicant's financial securities as described in this section.

(5) If there is an insufficient amount, in the applicant's financial securities as described in this section, to cover the costs incurred by the city, then the applicant shall reimburse the city or the city may assess the remaining amount against the property.

#### **§ 152.09 ENFORCEMENT.**

The city shall be responsible for enforcing this chapter. Any person, firm, or corporation failing to comply with or violating any of these regulations, shall be deemed guilty of a misdemeanor and be subject to a fine or imprisonment or both. All land use and building permits will be suspended until the applicant has corrected the violation. Each day that a separate violation exists shall constitute a separate offense.

#### **§ 152.10 RIGHT OF ENTRY AND INSPECTION.**

The applicant shall allow the city and its authorized representatives, upon presentation of credentials to:

(A) Enter upon the permitted site for the purpose of obtaining information, examining records, conducting investigations or surveys or for the purpose of correcting deficiencies in storm water pollution control.

(B) Bring such equipment upon the permitted site as is necessary.

(C) Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of this permitted site.

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(D) Inspect the storm water pollution control measures.

(E) Sample and monitor any items or activities pertaining to storm water pollution control measures.

#### **§ 152.11 ABROGATION AND GREATER RESTRICTIONS.**

This chapter is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this chapter imposes greater restrictions, the provisions of this chapter shall prevail.

#### **§ 152.12 OTHER STATUTES, RULES AND ORDINANCES.**

The applicant shall comply with all federal and state statutes and local ordinances including the current version of the Minnesota Pollution Control Agency's, General Permit Authorization to Discharge Storm Water Associated with Construction Activity under the NPDES/SDS permit program and the requirements of a Watershed Management Organization, if applicable.